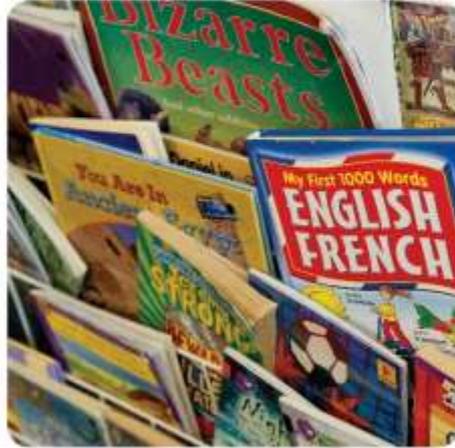




BALLYCRAIGY PRIMARY SCHOOL



**A
Nurturing
School**



Prospectus 2016

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Bracken Avenue
Antrim
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OUR SCHOOL

Ballycraigy Primary School is a controlled, co- educational, primary school, situated on the main Antrim to Belfast Road at Muckamore. The present building was erected in 1969 and occupies an attractive greenfield site.



The school has a well-equipped library from which parents are encouraged to borrow books to read to the younger children. We have a computer suite with 10 networked computers and all classrooms are equipped with networked computers and interactive whiteboards and iPads. Our “Bee Hive” Nurture Room opened in January 2014.

The large school hall is used for assemblies, physical education, school performances and meetings. There is a meal’s kitchen and dining room where a school meal can be obtained. The playground is zoned for safe play and play equipment is provided for use at break and lunchtime. We have received two grants from Awards for All and The Enkalon Foundation to upgrade our outdoor play facilities and garden areas. The surroundings are safe and secure and provide a very pleasant environment for the children.

We seek to foster a family atmosphere in the school and provide a firm foundation for the future education of our children. In June 2009 we were awarded the UNICEF Level 2 “Rights Respecting School Award”. We are the first controlled primary school in Northern Ireland to attain the accolade. All policies and procedures are written in line with the United Nation’s Convention on the Rights of the Child. In June 2012 we were re-awarded “Investors in People” and were named the NI winners of a national competition “Co-Op Green School Revolution”. In June 2013 we achieved our Level 5 Award for School Gardening from the Royal Horticultural Society and the RSPB Bronze, Silver and Gold Wildlife Awards. Again, we are the only Primary School in Northern Ireland to attain the Gold award. In November 2012 Mrs Jocelyn Brown was named “Belfast Harbour Green teacher of the Year”. In October 2013 we achieved status as “A Young Enterprise Centre of Excellence”. In May 2014 we were named the NEELB overall winners of the SuperValu “Best Kept School” and in June 2014 we were awarded a Gold “Health Action” Award from Action Cancer.

We are pleased to welcome new families to the school and prospective parents are welcome to visit us. An appointment to speak to the principal can be made by phoning the school.



SCHOOL MANAGEMENT

While the day to day running of the school is the duty of the principal, the overall responsibility for school management rests with the Board of Governors where the principal plays a central role.

The Board of Governors meets regularly to consider all matters relating to the management of the school, including staffing and finance.

The Board is constituted every four years and consists of nine voting members and the principal. The present Board, reconstituted in 2014, is as follows:

NEELB Representatives (2 members)

- Mr Mark Palmer (Chairperson)
- Mr Richard Cairns

Transferor Representatives (4 members)

- Mr Wilson Carson
- Mrs Sarah Girvin
- Rev William Orr
- Miss Thelma Reid (Vice-Chair)

Parents' Representatives (2 members)

- Mrs Jenny Alexander
- Mrs Katrina Palmer

Teachers' Representative (1 member)

- Mrs Diane Fowler

Principal and Secretary to the Board of Governors

- Dr Hazel Edwards



STAFFING

TEACHING

Dr Hazel Edwards (Principal)

Mrs Diane Fowler (Key Stage 2 Coordinator),

Mrs Ruth Little (Foundation Stage and Key Stage 1 Coordinator)

Mrs Jocelyn Brown, Miss Rebecca Harper, Mrs Ann Hunter, Mrs Caroline Jess,
Mrs Anne McDonnell, Mrs Emma McGarry, Miss Louise Moore, Mrs Claire Harmon

Learning Support

Mrs Linda Allison, Mrs Kerri Bainbridge, Mrs Melanie Bishop, Mrs Carol Farrell,

Miss Julie McCaig, Ms Christine McKee, Ms Kerry Murdock,

Mrs Belinda Simpson, Mrs Samantha Taylor, Mrs Nadine Weatherup

NONTEACHING

School Clerical Officer

Mrs Anne Allen

Building Supervisor

Mr Martin Ferguson

Supervisory Assistants

Mrs Kerri Bainbridge, Mrs Doreen Hunter, Mrs Jacqueline Stewart,
Mrs Nadine Weatherup

Cleaners

Mrs Doreen Hunter, Mrs Eileen Patterson



LEARNING AND TEACHING POLICY

This policy includes a definition of learning and teaching, the school ethos statement and aims, the role of the learner, the role of the teacher and the role of the parent, strategies for learning, the learning environment, a system for monitoring, evaluation and review of learning and teaching. This policy is constantly under review by staff.

SPECIAL NEEDS

Regular monitoring of children's progress by the class teacher takes place from an early age in Ballycraigy Primary School. Where difficulties are apparent, parents are made aware and liaison with the school is encouraged in order to help children with their problems.

Children with reading difficulties are offered a place on the school's Reading Partners Programme or Lexia Programme, where they have individual help for a short time each day over a period of ten weeks. Four assistants have been trained as Reading Partners. Three teachers have been trained in Reading Recovery methods and small group withdrawal support is provided by our Special Needs and Literacy Support Assistants.

The school's policy has been written in accordance with the Code of Practice.

The school also has a comprehensive policy on "Supporting Children with Medication Needs". Teaching and Ancillary staff have completed training with Asthma UK.





RELIGIOUS EDUCATION

There is an assembly conducted by Ministers of Religion twice a week in order to carry out a short act of Christian worship.

Religious Education is taught in each class, content being based on the DE Core Syllabus.

Parents may withdraw their children from either or both of the above by informing the Principal in writing, who will arrange for their children to attend alternative supervised classes.

ENROLMENT AND ADMISSIONS

The maximum intake for our school in 2016 is 47.

First consideration will be given to children of compulsory school age, i.e. having attained the age of four years on or before 1st July.

In the event of the school being oversubscribed the school's admissions criteria will be applied.

HOMEWORK

Homework, both written and learning, is an integral part of school work and parents are encouraged to supervise work set so that it is completed to the highest possible standard. Homework is set each night from Monday to Thursday and parents are asked to sign the homework indicating that the work set has been completed to their satisfaction.

PASTORAL CARE

Pastoral Care for our pupils exists on a day to day basis through sensitive handling of any problems which arise and, where necessary, the application of disciplinary measures. It is our aim that our children will develop an attitude of caring for the feelings and property of others.

Class teachers are primarily responsible for the pastoral care of children in their classes, but children are encouraged to approach the principal or staff if they are concerned about any aspect of their life in school. Parents, too, are encouraged to contact the principal, in complete confidence, about any problems regarding their children.



CHILD PROTECTION

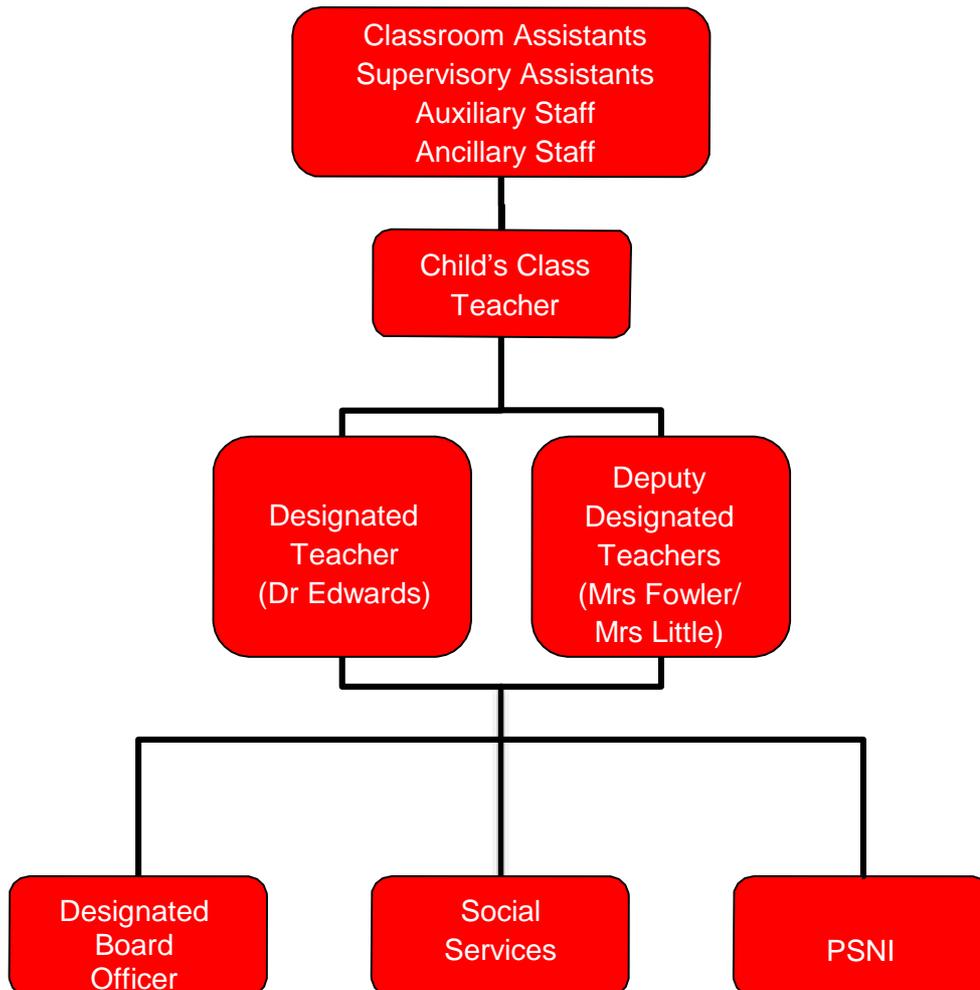
Dr Edwards is the designated teacher and Mrs Fowler and Mrs Little are the deputy designated teachers for dealing with Child Protection issues and there is a system for reporting and dealing with these matters. All our staff and volunteers have been subject to appropriate background checks. We stress that the problem of child abuse will not be ignored by anyone who works in our school.

If parents have a concern about the safety of their (or another) child, they should bring this concern to the attention of the school. All concerns will be dealt with in accordance with our "Child Protection Policy". A copy of this is available from the school on request.



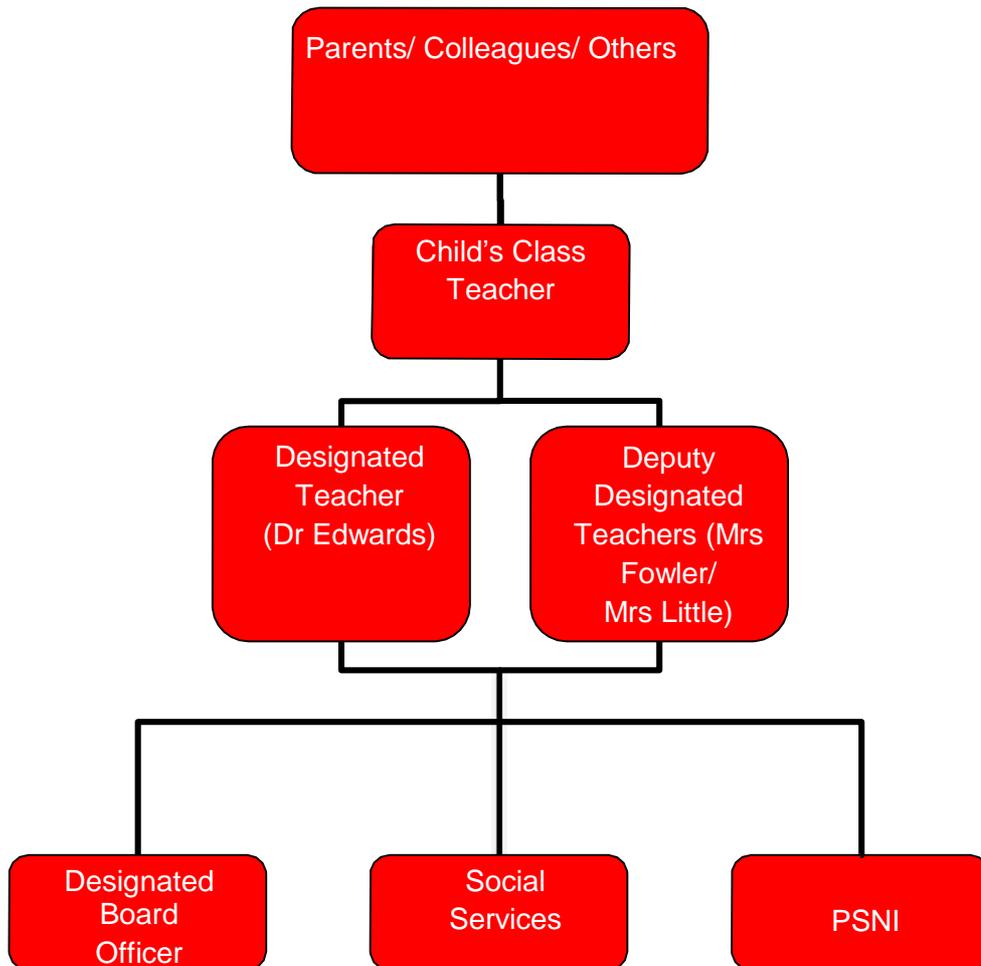
The following flow charts show the protocol used for reporting child protection issues.

A If the issue concerns persons outside school:



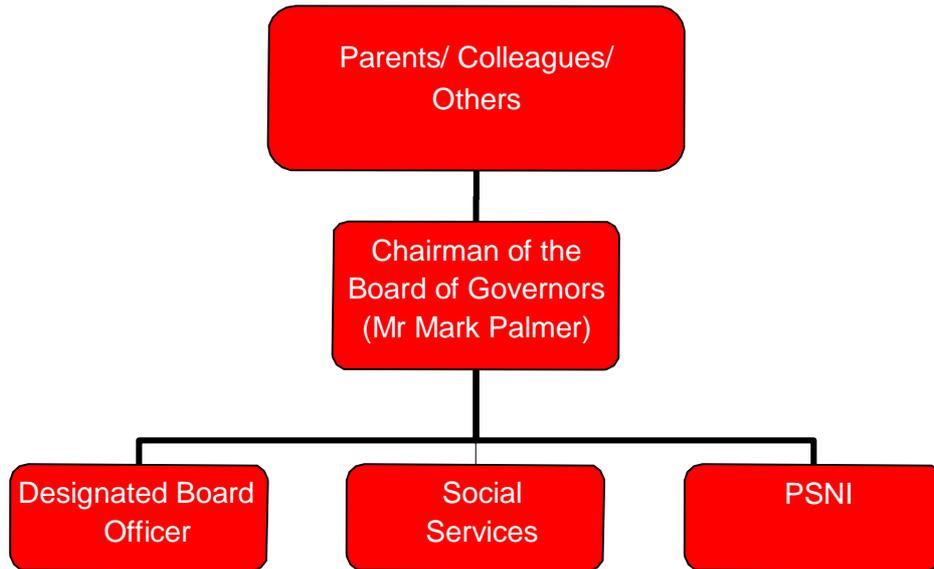


B If the issue concerns persons inside school:





C If the issue concerns the Principal:





DRUGS EDUCATION

Our aim is to make children aware of the dangers in society, and of the effects of drug abuse. We seek to help them to develop positive attitudes, to resist pressure and to be able to say 'no' to drugs. The school will not tolerate involvement of any pupil in drug related issues and will ensure that the appropriate steps are taken according to the law.

Miss Moore, the designated drugs education coordinator, has the responsibility for ensuring that staff are updated on drug related matters and are aware of the relevant procedures to be used in any suspected or drug related incidents.

SCHOOL BEHAVIOUR CODE

In Ballycraigy Primary School we encourage everyone to be polite, mannerly and well behaved. We encourage an ethos of trust and openness where everyone is valued and respected as an important part of our school community. Bullying is not tolerated.

A copy of the School's Discipline Policy is available on request.





INFORMATION FOR PARENTS

Pupils are expected to obey the following rules:

- (a) Pupils are required to be in the playground no later than 8.50am. Pupils persistently arriving late must bring a note from a parent or guardian indicating the reason.
- (b) Pupils are not permitted to leave school during the school day, except with the permission of the principal or senior teacher.
- (c) Where a pupil has been absent, he/she, on their return, should bring a note from home stating the reason.
- (d) A pupil who is unable to complete a homework, should bring a note from home stating the reason.
- (e) Pupils are expected to behave appropriately on their way to and from school.
- (f) All clothing, bags, lunch boxes and equipment must have the owner's name clearly visible. Neither money nor valuables should be left in coats or school bags in the cloakrooms.
- (g) Cycling in the school playground is not allowed. FS and KS1 children are permitted to bring bicycles to school under adult supervision and KS2 children are permitted to bring bicycles to school without adult supervision.
- (h) Parents and other visitors seeking an interview with any member of the teaching staff, or with any pupil, must first obtain the principal's permission.
- (i) In the interests of safety, pupils are advised not to wear jewelry during school hours.
- (j) Any money brought to school should be in a clearly labeled envelope with the child's name and amount of money. This should then be given to the teacher. Suitable envelopes can be purchased from the school office at the cost of £2.00.
- (k) All Children are required to change for PE. Black slip on PE shoes should be worn.
- (l) Pupils should at all times be neat and in the proper school uniform.



SCHOOL HOURS

Children are expected to arrive at school by 8.50am.

8:55 am	Children assemble for classes
10:30 am	Break Time
10:45 am	Classes recommence
12:15 pm	Lunch Time
12:55 pm	Afternoon classes recommence
2:00 pm	P1 – P2 Finish each day P3 Finish Monday and Friday
3:00 pm	P3 Finish – Monday and Tuesday P4 - P7 Finish – Monday and Friday
3:05 pm	P4 - P7 Finish – Tuesday and Thursday

ARRIVALS/PICKUPS AT SCHOOL

Parents of P2 - P7 children are asked to leave the children at the school gate. P1 children may be accompanied, if necessary, to the playground.

At the end of the school day P1 children are met outside the side entrance and P2 children at met at the top of the steps in the playground. P3-P7 children will be accompanied to the pedestrian gate opposite the school's main door. The school requests that all P1 – P3 children be collected each day by a responsible adult.

Any child who has not been picked up will be kept safely inside the school and can be collected via the front entrance.

CARS

In the interests of safety, we ask parents not to drive into the school car park to drop off or collect their children. We encourage parents to make use of the car park at the end of Bracken Avenue and walk the short distance, along the footpath, to the school gates. A car park pass for special circumstances is available on request.



SCHOOL HOLIDAYS

A list of school holidays will be sent to parents at the beginning of each school year. These dates are also on our school web site. Reminders, at the appropriate times, will also be sent home. Please check your child's school bag for any note sent from school.

EXTRACURRICULAR ACTIVITIES AND SPORT

There is a range of extracurricular activities in which pupils are encouraged to take part. At present these include football, hockey, netball, cycling proficiency, computer club, film club, gardening club, power walking, Bible Club and choir. Participation in these groups is only allowed after signed parental consent is received. We ask parents to ensure that the children attend these activities on a regular basis.

The school also offers activities after school funded by the Department of Education Extended Schools initiative. This programme currently offers an Early Bird Breakfast Club, a homework club, a Parent and Toddler Club, a youth club, Jo Jingles for P1-P2 and Galaxy Coaching for P1-P7, Adult and Children's

ICT classes, Drama Club, a Senior Citizen's Friendship club, Ju-Jitsu, Jump, Jiggle and Jive (P1- P3 girls), P4-P7 Dance, Bricks4kidz, Boot Camp Fitness, and a Kid's Club.





UNIFORM



It is the policy of the school to encourage the wearing of school uniform.

Boys

Red school sweatshirt with
white polo shirt

Black or grey trousers

Girls

Red school sweatshirt with
white polo shirt

Black trousers or grey skirt

The school uniform is available from Wallace Outfitters, AJ's Workwear and www.tesco.com

SWIMMING

Pupils from P5 - P7 are taken to Antrim Forum for swimming lessons.

CHARITIES

The School supports many charities throughout the academic year. Money is raised by fun activities such as Coffee Mornings or

“Non-uniform” days or “Wear your wellies/jeans/trainers to school” days.

We also support a charity with the proceeds from our Christmas production.



MUSIC TUITION

Violin tuition is provided by The Education Authority peripatetic music service. Children are selected for their innate ability as judged by ear tests. All P4-P7 children are encouraged to take part in the school choir and have the opportunity.

PARENTS AND SCHOOL

Parents are encouraged to work closely with school. Parent/Teacher Consultations take place twice a year and reports on children's progress are sent out at the end of each academic year. Every parent should feel confident that he/she may contact the school at any time.





PROCEDURE FOR DEALING WITH COMPLAINTS

Should any parent wish to raise a concern over any matter concerning their child in school, they should first speak to the principal. If necessary, an interview can then be arranged with the teacher. If the concern becomes a complaint the following steps must be followed:

- 1 The principal must be approached firstly in an attempt to resolve the situation. Again, an appointment for an interview should be arranged.
- 2 If the matter remains unsolved, the complaint can be passed to the Board of Governors for attention.

PARENT TEACHER ASSOCIATION

All parents are invited to support the PTA. This group of interested parents has contributed greatly to the life of the school through fundraising and by practical assistance at school functions.





CHARGES AND REMISSIONS

No charge is made for the education provided by the school or for books, materials and equipment.

From time to time we seek to provide experiences outside school and we may ask parents for a voluntary contribution.

OUR SCHOOL ON THE INTERNET

The school uses a website, Facebook and Twitter.

Website: www.ballycraigypriamary.org.uk

Facebook: www.facebook.com/ballycraigypriamaryschool

Twitter: twitter.com/BallycraigyPS

We would encourage parents to use these as a means of communication.

